

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
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1. Application Date 12-12-75	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DHR-23		Date Received FEB 18 1976	Application No. 76-52 Date Completed FEB 24 1976
3. Agency, Division, Subdivision & Administering Office Address Department of Human Resources Division of Physical Health Childhood Lead - Screening Program 47 Trinity Avenue, S.W., Atlanta, Georgia 30334		4. Person to Contact Wayne Schumann	5. Working Title Deputy Director
		6. Tel. No. 656-4667	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1973-Present	9. Exact Series Title Childhood Lead Screening Client Case Files
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10. What is the function of the office in which this record series is created?

In August, 1975, the Georgia Department of Human Resources received a \$250,000.00 federal grant from H.E.W. The grant will expand a one project operation in Savannah to a Statewide program which will involve Atlanta, Augusta, Brunswick, Savannah and Waycross. Statewide objectives focus on identifying and screening "at risk" children between the ages of one and six living in homes built before 1950, referring afflicted children to private physicians, detecting and eliminating lead-based paint from surfaces of dwelling units, developing community awareness of the danger and the prevalence of childhood lead-based paint poisoning, and generating community and individual self-help.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

SEE ATTACHED SHEET

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	5	7.5		2	3.5
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				7	
Please note only one screening center is in operation at this time. Others to open in the future.			AVERAGE DAILY REFERENCES	This Year's	Last Year's
				10	10
				5	1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [x]
15. Is the information contained in this series ever summarized or published? ☒ [x] ☐ []
 Attach copy of summary or publication. *Statistical summaries will be covered under Standard No. 300 "Research Bio Statistics Files"*
16. Does the series contain classified information requiring security handling? ☒ [x] ☐ []
Confidential Client Information - Quarterly statistical summaries submitted to H.E.W.
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ []
With great difficulty.
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☒ [x] ☐ []
Summary statistical listings.
21. Does the record series contain documentation produced as EDP printout? ☒ [x] ☐ []
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☒ [x] ☐ []
See item No. 24
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [x]

24. REQUIREMENTS. The following requires the files to be kept 15 years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☒ [x] FEDERAL LAW e. ☒ [x] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

45 CFR Part 74 (Grant-In-Aid Files) 3 years from the date of annual expenditure report or until all audit questions have been resolved.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [] CALENDAR YEAR ☐ [] FISCAL YEAR ☐ [] OTHER _____, then:

- ☐ [] Hold in the current files area _____ month(s)/_____ year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold _____ year(s):
- ☐ [] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

SEE ATTACHED SHEET

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)		Date	OTHER REQUIRED SIGNATURES	DATE
William J. McDonald		2-17-75		
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	Wayne Schum	1/5/76
	State Auditor/Designee	<input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved	William M. Dyer	2-20-76
	Secretary of State/Designee	<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	Carroll Hart	2-19-76
	Attorney General/Designee	<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	Robert Sheel	2-20-76

STATE RECORDS
COMMITTEE

The Department of Human Resources
Division of Physical Health
Childhood Lead - Screening Program
47 Trinity Avenue, S.W.
Atlanta, Georgia 30334

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No. 11

Documents relating to the screening of children for abnormal levels of lead in the bloodstream.

Included but not limited to are; Lead Poisoning Survey - Case History Form identifying personal and vital statistics, authorization and permission to perform tests, medical history, hospitalization data, and similar and related information; Results of test describing levels of lead in bloodstream; correspondence requesting continuous tests to check blood lead levels; Referral forms referring client to personal physician, developmental services for mental retardation, etc.; Authorization to furnish and release client's medical information and reports concerning examination and treatment; Environmental lead investigation survey; and similar and related documents pertaining to the lead screening process.

Files may be arranged alphabetically by client's name or numerically by client number assigned by the clinic.

No. 25

Case History - Remove client's case history record from active files when client reaches the age of six (6) or after their case has been closed by the project office; then place in inactive file; cut-off inactive file at the end of each calendar or fiscal year; hold in current files area for one (1) year; then transfer to the State Records Center or Local Holding Area, hold for fourteen (14) years; then destroy.

Case history files may be removed from active files before child's 6th birthday when clinic personnel ascertain that child has had no abnormal blood tests or child has moved from clinic service area.

Master Index Card - Remove client's card from active files when client reaches the age of six (6) or leaves the program, then place in inactive file; Destroy inactive index cards when corresponding case history file is destroyed. **hold 15 years; then**

Clinic Log Sheets - (Screening, Confirmation, Medical Follow-up) - Destroy when no longer needed for reference or when all pertinent information has been included in client case history file.

Environmental-Lead Investigation Forms - Destroy when no longer needed as a support document for use in follow-up evaluations or when project has determined the health hazard has been eliminated.

Copy of environmental survey form may be included in a client case history when deemed necessary by project coordinator.